

Reserve Active Duty Greater Than 139 Days

Overview

Introduction

This section provides the procedures and guidance for completing Reserve AD orders for a period greater than 139 days, for Users, Supervisors, Command Users, ISC (pf) and Servicing Personnel Offices (SPO).

Reference

The following references provide additional information about PCS entitlements and regulations.

- (a) [Personnel Manual, COMDTINST M1000.6 \(series\)](#)
- (b) [Reserve Policy Manual, M1001.28 \(series\)](#)
- (c) [Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (d) [Personnel and Pay Procedures Manual, PSCINST MI000.2 \(series\), Chap 11\)](#)

Topics

The following topics are covered in this section.

Topic	See Page
The Process	3
Request for Reserve Orders	7
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Reserve FAQ	24

Discussion

Active duty orders shall be generated in advance of reservists reporting for duty. Normally, orders should be issued at least one month before the scheduled duty to allow reservists time to provide notification to civilian employers and family members. In Direct Access Reserve AD orders for periods over 139 days are processed most similarly to Reserve Title 10 mobilizations, in as both require the completion of a RELAD transaction, at the end of the period, to close out the Reserve Order transaction.

Accounting Data

The system will generate Pay and Allowances and FICA Travel Order Numbers (TONO) and Accounting Data. This will only occur AFTER the Orders are Saved AND Approved by the ISC (pf). The system WILL NOT generate a TONO or Accounting Data for ADSW-AC orders because these are charged to Unit funds. ADSW-AC Orders require entry of a TONO. You cannot manually override or enter any accounting information unless the orders are ADSW-AC.

Travel Lines (document types 11 or 13), will not be generated by Direct Access. To add a travel accounting line complete an amendment to the orders via memo or enter the accounting information in the Orders Notes section.

Airport Terminal

Once the ISC (pf) approves and saves the reserve orders the orders are available via the Airport Terminal for SPOs to input the actual reporting and departing days. The Airport Terminal is limited to authorized Command Users, Assignment Officers, SPO, HQ, CGPC, TQC and Training Center Staffs.

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Routing

Reserve Orders are routed for review and approval via e-mail in Direct Access. When an Emplid is entered in the "Route to" block, Direct Access automatically sends an email, which contains the link to the Orders. A supervisor simply clicks on the link located in the text of the email to review and or approve the Reserve Orders.


Direct Access Roles

Who	Role	USAGE
Reservist	CGSSMBR (automatic)	Needed for completing Request for Orders
Reservist's Supervisor	CGSSCMD	Needed for: <ul style="list-style-type: none">• Reviewing Orders• Forwarding to ISC (pf)
SPO Staff	CGHRS	IF not completed by (CGRSVSUP) above <ul style="list-style-type: none">• Reviewing Orders• Forwarding to ISC (pf)• Recording Arrive/Depart Info after orders have been approved by the ISC(pf/fot),
SPO Supervisor	CGHRSUP	
ISC (pf) Staff	CGRSVISC	<ul style="list-style-type: none">• Reviewing Orders• Approving Orders Final Approving Official on Reserve Orders

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The Process



The mobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Stage	Who Does It	What Happens
1	Member (CGSSMBR)	<p>Submits Request for Reserve Orders using one of the methods below.</p> <ol style="list-style-type: none">1. By completing Request For Reserve Orders (CG-3453) 45 days prior to desired active duty date.2. By completing Reserve Orders in Direct Access. 30 days prior to desired active duty date. <p>Both methods require submitting through chain of Command.</p> <p>Direct Access path; Home > Self Service > Employee > Tasks > Reserve Orders</p> <p> View/Complete Order Info Request, view, print, modify, approve an order.</p> <p>Click on Search. Under the screen "Find an Existing Value", click on Add New Value</p> <ul style="list-style-type: none">• Verify no other duty/drills are scheduled during timeframe desired.• Verify ASQ is updated.• Verify Personal Information is current.• Click on Add• Complete the "Reserve Specific Info" tab.• Complete the "Reserve Order" tab.• Can click the "Email Printable Order" to print a copy of the "request".• Click on Route For Approval• Click on Approval Recommendation. Select "Approved"• Select proper person to forward to• Enter comments (if desired)• Click OK• Return to "Reserve Order" tab and press "Save" button. <p>Lodging preferences are best known and requested by the reservist. An Online Tutorial can be found by clicking on this link; http://cgweb.uscg.mil/g/-psc/training/spottransactions/index.html</p>


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2	Supervisor (CGRSVSUP) or SPO (CGHRS/CGHRSUP)	<p>For CG-3453 Orders;</p> <ul style="list-style-type: none">• Reviews Request.• Enters Request For Reserve Orders into Direct Access• Completes Section II of CG-3453, returns original to member for files. <p>For Direct Access Orders; Accesses Reserve Orders by clicking on the link in E-mail. (Supervisor will receive an E-mail notification when a member Forwards Request for Orders to their EMPLIID. OR path to: Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>OR click on the Worklist item.</p> <ul style="list-style-type: none">• The Command User/Supervisor clicks on the Route For Approval button under the Reserve Orders tab, and forwards orders to ISC (pf) for Approval in Direct Access. Supervisor will fill in the Approval Recommendation screen and click OK. <table><tr><td>Orders Approved</td><td><ul style="list-style-type: none">• Forwards to servicing ISC (pf) for final approval and TONO via Airport Terminal.</td></tr><tr><td>Orders Disapproved</td><td><ul style="list-style-type: none">• Clicks on Approval Recommendation and selects “Denied”• Enter member’s Employee ID & Email• Clicks OK• Clicks Save in Reserve Orders Tab (THIS WILL SEND ORDERS BACK TO MEMBER)</td></tr></table> <p>A Travel Order Number (TONO) MUST be entered by the members command or the Servicing Personnel Office (SPO) for all ADSW-AC ORDERS prior to forwarding to ISC (pf) for final approval.</p> <ul style="list-style-type: none">• The Orders will indicate a Status of “READY” when approved by ISC (pf) <p>When member reports for duty:</p> <ul style="list-style-type: none">• The SPO must be notified of arrival/departure of member.<ul style="list-style-type: none">• Upon notification the SPO Will complete the Record Arrive/Depart info section. This step will enable member to be paid.	Orders Approved	<ul style="list-style-type: none">• Forwards to servicing ISC (pf) for final approval and TONO via Airport Terminal.	Orders Disapproved	<ul style="list-style-type: none">• Clicks on Approval Recommendation and selects “Denied”• Enter member’s Employee ID & Email• Clicks OK• Clicks Save in Reserve Orders Tab (THIS WILL SEND ORDERS BACK TO MEMBER)
Orders Approved	<ul style="list-style-type: none">• Forwards to servicing ISC (pf) for final approval and TONO via Airport Terminal.					
Orders Disapproved	<ul style="list-style-type: none">• Clicks on Approval Recommendation and selects “Denied”• Enter member’s Employee ID & Email• Clicks OK• Clicks Save in Reserve Orders Tab (THIS WILL SEND ORDERS BACK TO MEMBER)					

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3	Servicing ISC (pf) (CGRSVISC)	<p>The ISC can click on the email link, worklist or navigate to Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <ul style="list-style-type: none">Click on WorklistSelect proper memberVerify or enter all of the information in Stages 1 - 2.Once the order is saved, accounting lines can be viewed by clicking the TONO Accounting Info button.Nightly, obligated accounting lines are automatically entered into LUFS. <table border="1"><tr><td>Orders Approved</td><td><ul style="list-style-type: none">Clicks on Route for Approval TabApproves OrdersRoutes to SPO to input Actual Report/Depart Dates and DelayClicks OKClicks on Save in Reserve Orders TabThis will generate a TONO.</td></tr><tr><td>Orders Disapproved</td><td><ul style="list-style-type: none">Clicks on Approval Recommendation and selects "Denied"Enter member's Employee ID & EmailClicks OKClicks Save in Reserve Orders Tab (THIS WILL SEND ORDERS BACK TO MEMBER)</td></tr></table> <p> . The orders can be rerouted to a specific user by entering the Employee Id in the "Forward To: block. When an employee id is entered in the Forward To block Direct Access will send them an E-mail notification.</p>	Orders Approved	<ul style="list-style-type: none">Clicks on Route for Approval TabApproves OrdersRoutes to SPO to input Actual Report/Depart Dates and DelayClicks OKClicks on Save in Reserve Orders TabThis will generate a TONO.	Orders Disapproved	<ul style="list-style-type: none">Clicks on Approval Recommendation and selects "Denied"Enter member's Employee ID & EmailClicks OKClicks Save in Reserve Orders Tab (THIS WILL SEND ORDERS BACK TO MEMBER)
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Orders Disapproved	<ul style="list-style-type: none">Clicks on Approval Recommendation and selects "Denied"Enter member's Employee ID & EmailClicks OKClicks Save in Reserve Orders Tab (THIS WILL SEND ORDERS BACK TO MEMBER)					
4	Reservist	Reports for duty				
5	SPO	<p>The Reserve Order is accessible from the airport terminal Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders or can be accessed through the previous menu options.</p> <ul style="list-style-type: none">Receives Reporting/Departing information from members mobilization Command and completes the Record Arrive/Depart Info tab for payment.<ul style="list-style-type: none">Enters Actual Report an Depart datesCompletes the Travel Report and Depart Dates SectionPress "Save" button. <p> Orders must appear in a "Ready" Status before Report/Depart endorsements can be made. If orders are not in a Ready Status contact ISC (pf)</p>				

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6	DIRECT ACCESS	<p>The Airport Terminal provides commands with the ability to view and process arrivals and departures of personnel.</p> <p> Status of Orders can be viewed and retrieved from the Airport Terminal. Orders will be in a Pending Status until approved by the ISC. Once approved the status will appear as Ready.</p> <p>Status of Orders: Proposed – Orders are in a request status. Ready – Orders have been approved by ISC (pf). Enroute – The Actual Reporting and Departing Dates have been completed. Finish – Orders are complete.</p>
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Tutorial




Tutorials for completing mobilizations are available. Visit our training web site at <http://cgweb.psc.uscg.mil/>.

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Direct Access Procedures

Introduction This section provides the procedures for completing Reserve AD Greater Than 139 Days in Direct Access.

Procedure Start Direct Access, sign-in and follow these steps to access Reserve Orders.

Step	Action								
1	<p><u>Request for Reserve Orders</u></p> <p> The Reserve Orders Request portion can be completed by the member, ISC or SPO.</p> <p>Reserve Orders can be accessed several ways</p> <ul style="list-style-type: none">• Members – Home > Self Service > Employee > Tasks > Reserve Orders• Supervisors Home > Self Service > Manager > Tasks > Create Reserve Orders• Command Users – Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders <p>Click on the;</p> <p> <u>View/Complete Order Info</u> Request, view, print, modify, approve an order.</p>								
2	<p>Complete the following fields. Click the Add a New Value link</p> <table><thead><tr><th>Field</th><th>Description</th></tr></thead><tbody><tr><td>EmplID</td><td>Direct Access populates this field automatically when member logs in through Self Service>Employee. For Command Users and Supervisors Enter Members EMPLID.</td></tr><tr><td>Empl Rcd Nbr</td><td>Leave Blank</td></tr><tr><td>Sequence</td><td>Leave Blank</td></tr></tbody></table> <p>If needed enter the Emplid of the mobilized reservist in the EmplID: <input type="text"/>  field and click Add</p>	Field	Description	EmplID	Direct Access populates this field automatically when member logs in through Self Service>Employee . For Command Users and Supervisors Enter Members EMPLID.	Empl Rcd Nbr	Leave Blank	Sequence	Leave Blank
Field	Description								
EmplID	Direct Access populates this field automatically when member logs in through Self Service>Employee . For Command Users and Supervisors Enter Members EMPLID.								
Empl Rcd Nbr	Leave Blank								
Sequence	Leave Blank								

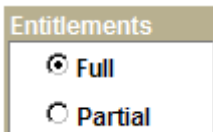
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3	<div> <div>Reserve Specific Info</div> <div>Reserve Orders</div> <div>Record Arrive/Depart Info</div> <div>Reserve Leave Disposal</div> </div> <p>The four Tabs of the Reserve Orders are displayed after selecting an existing order or creating a new order:</p> <ul style="list-style-type: none"> • Tab 1 collects Reserve TONO & Accounting data • Tab 2 is the Reserve order request & becomes the Reserve order when authorized by the ISC (pf) • Tab 3 is for Endorsement & Check-in/Checkout after the order has been authorized by ISC (PF) • Tab 4 is for Processing Leave after completion of duty between 30 and 139 days in duration or for back-to-back long-term orders. <p>This guide will cover each tab in depth.</p>
4	<p>The initial view defaults to the Reserve Specific Info tab.</p> <div> <div>Reserve Specific Info</div> <div> <div>Type Of Duty:</div> <div>Payment for Duty:</div> <div>Payment for Travel:</div> <div>Days of ADT-AT requirement satisfied by these orders:</div> <div>Dept. benefiting from this duty:</div> <div>Dept. funding this Order:</div> <div>LUFS Project Code/Number:</div> </div> <div> <div>Entitlements</div> <div> <input checked="" type="radio"/> Full <input type="radio"/> Partial </div> </div> </div> <p>Type of Duty: Select Type of Duty from the Dropdown Menu.</p> <p>If ADSW-AC IS selected a Travel Order Number Must be entered prior to forwarding to ISC (pf) for final approval.</p> <p>Payment for Duty: Choose a selection from the dropdown menu.</p> <p>Payment for Travel: Choose a selection from the dropdown menu.</p> <p>Days of ADT-AT requirement satisfied by these orders: Enter the number of days member will be performing duty if orders are for annual requirement (ADT-AT) otherwise leave blank.</p> <p>Dept. benefiting from this duty: This field defaults to the member's current reserve duty site. If the member is performing duty at other than the normal drilling unit you MUST enter the Duty Department ID. To look up the Dept ID click the  button.</p> <p>Dept. funding this order: This field defaults to the member's current ISC. Change only if needed.</p> <p>LUFS Project Code/Number: Only visible to ISC (pf) personnel. Defaults to CGR1. Do not modify.</p>

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4
(cont)

In the **Entitlements** check box select Full.



Entitlements

☒ Full

☐ Partial

If unsure of which entitlement is authorized the reservists should check with their, Unit, SPO or ISC (pf).

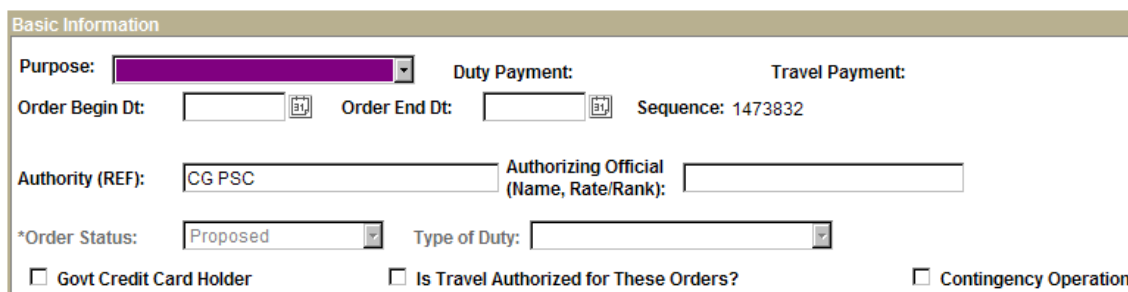


When selecting **Partial** a **Partial Entitlements** tab will appear. The reservist should verify the correct choices under this tab thru their SPO or ISC (pf).

Field	Description
BAH II Entitlement code	Select the BAH II Entitlement from the listing.
Travel BAS Entitlement	Select the Travel BAS Entitlement from the listing.
Duty BAS Entitlement	Select the BAS Entitlement for the Duty Unit.

5

Click the **Reserve Orders** tab and the first section to complete is the **Basic Information** block.



Basic Information

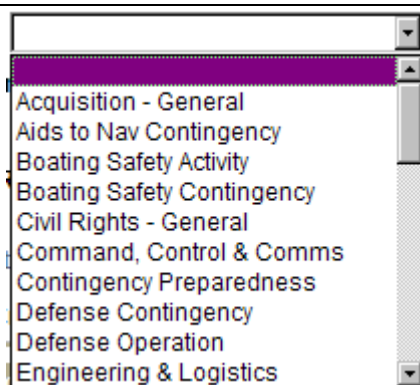
Purpose: [dropdown] Duty Payment: Travel Payment:

Order Begin Dt: [calendar icon] Order End Dt: [calendar icon] Sequence: 1473832

Authority (REF): CG PSC Authorizing Official (Name, Rate/Rank): [text box]

*Order Status: Proposed Type of Duty: [dropdown]

☐ Govt Credit Card Holder ☐ Is Travel Authorized for These Orders? ☐ Contingency Operation



Acquisition - General

Aids to Nav Contingency

Boating Safety Activity

Boating Safety Contingency

Civil Rights - General

Command, Control & Comms

Contingency Preparedness

Defense Contingency

Defense Operation

Engineering & Logistics

In the **Purpose** drop down box select the purpose that most closely represents the reason for the AD.

Order Begin Dt: [calendar icon]

Enter the date the member will depart for Duty. This date can be Estimated.





Actual Dates will be entered by SPO in the Record Arrive/Depart Info tab.

Any required travel time is also be included in this date.

Order End Dt: [calendar icon]


Enter the estimated order end date.

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5 (cont)	<p><u>Authority REF:</u> This will be pre-filled with the members Department Id Name. A reference can also be cited i.e., message authority for Mobilization.</p>
	<p><u>Authorizing Official:</u> Enter the name, rate/rank of the person who is authorizing the orders, normally from the Order Issuing Authority.</p>
	<p><u>*Order Status</u> will be grayed out and indicate "Proposed". Proposed indicates that the orders have not yet been approved nor assigned accounting data. *Order Status: Proposed</p> <p>Only ISC (pf) users have access to this field.</p> <p>The only time this field should be modified is if the orders are cancelled. In that case change the status to "Cancel".</p> <div style="margin-top: 10px;">  As Title 10 orders are created and processed the status will change from <u>Proposed</u>, <u>Ready</u>, <u>Enroute</u> and <u>Finished</u>. </div> <div style="margin-top: 10px;"> Proposed – Orders are in a request status. Ready – Orders have been approved and assigned a TONO and Accounting Data. Enroute – The Actual Reporting and Departing Dates have been completed. Finish – Orders are complete. The RELAD document will trigger the termination of the Reserve Orders. </div>
	<p><u>Type of Duty:</u> This field is pre-filled based on what was selected in the Duty Type field under the Reserve Specific Info tab (step 4 above).</p>
	<p><u>Gov Credit Card Holder:</u> Check this check box if the member holds a government credit card.</p>
	<p><u>Is Travel Authorized for These Orders?</u> Check this box if the member is authorized travel entitlements in order to report to the mobilization site. Not auth for local reservists. Commuting reservists are only authorized one round trip. See JFTR Chapter 4.</p> <div style="margin-top: 10px;">  Checking this box will activate additional travel entitlement fields that will be completed below. </div>
	<p>The <u>Contingency Operation</u> <input type="checkbox"/> Contingency Operation is used only if directed by Commandant, ISC (pf) or when a message authority dictates.</p> <p>Once the box is checked the following fields will appear above it.</p> <div style="margin-top: 10px; border: 1px solid black; padding: 5px;"> Sequence: 1473832 View Contingency Op Contingency Op ID:  </div> <p>You could enter the Contingency Op ID if known or click the View Contingency Op link.</p> <div style="margin-top: 10px;">  The Contingency Operation is used when applicable and should be defined by the Orders Issuing Authority. For example, examples of Title 10 authority will define the operation to assign orders in addition to which cost center to use in the accounting lines. COMDT (G-WTR) sets up each operation in the system. </div>



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6 **View Contingency Op:** This link will open up the below screen

*Operational ID: 


Authority:

Department:  PSC ISD PROCEDURES BR


*Start Date:  End Date: 

Reference/Authority:

Voluntary Activation ☐ Cancel ☐

***Operational ID:** If you click the  button it will reveal all of the current Contingency Operations

Authority: Not used.

Department: Enter the department ID of the unit where the member will perform the Title 10 duty. You may click the  button to perform a search for department IDs.


***Start Date:** Auto-filled based on the Operational ID selected.

End Date: Auto-filled based on the Operational ID selected.

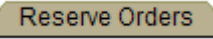
Reference/Authority: Cite the U.S. Code that is referenced in the mobilization ALCOAST, e.g. 10 USC 12302 and Executive Order 13223.

Voluntary Activation: Select if the Title 10 mobilization is voluntary. "Voluntary" must be selected if the title 10 mobilization exceeds 2 years.

Cancel: Use this button to cancel any changes you have made to the current screen.

When complete with the above fields click .


After clicking Apply click .

7 You are now back to the  tab.

Scroll down to the  section.

Departing Location

Department:  CG PSC City: State:

Department: The department defaults to the member's regularly assigned reserve duty station. If the departing location is different you may type in the Department ID if known or click the  button to perform a search.

The City and State fields will auto-fill based on the Department chosen.

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Locate the **Duty** section of the Reserve Orders.

Report Date	Depart Date	Department	Description	City	State	Country
08/01/2004	07/28/2005	000450	CG PSC	TOPEKA	KS	USA

Report and Depart dates will auto-fill based on the dates entered in the [Basic Information Section](#) of the [Reserve Orders Tab](#) under step 5.

These dates should not need to be modified.

Department, Description, City State and Country will default to the member's regular reserve drilling site. Modify the Department ID to reflect the mobilization site the member will work at if different from the regular site. The remaining fields will update based on the Department ID.

To add another Duty Location, click the **Add** button. To remove a Duty Row, click the **Delete** button.



For members performing Duty at their normal drilling unit, the Departing Location and the Duty Location will be the same.

9

Click the **Per Diem** tab if travel was authorized.

Nature Duty	Per Diem	Position Number	Cost SubTotal
Duty	Yes		

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Click the **Yes** button and the following Per Diem screen will pop up.

Per Diem

Current Messing Entitlement:

Quarters:

☐ Government
 Amount, If Any, \$:
☐ Contracted

☐ Commercial

Messing:

☐ Commercial Rate(Full Locality Per Diem)

Lodging Rate

☐ Standard
 ☐ Up to 150% (Actual)
 ☐ Up to 300% (Super Actual)

☐ Government Rate (Military Only)

☒ Mess is Directed for ALL three meals
 ☐ Proportional Rate
 ☐ Reduced Per Diem Amt of \$: IAW COMDT LTR of

☐ Reduced Rate(Civilian Only)CIV Reduced Per Diem Amt:
 ☐ No Per Diem Authorized (Civilians Only)

Lodging Rate:

Per Diem MI&E Rate:

[CONUS PER DIEM](#)
[OCONUS PER DIEM](#)

Travel at Duty Site

☐ Rental Car
 ☐ Upgrade Authorization
 Upgrade to:

☐ Local Travel (icludes taxi, bus, metro & other public trans)

NOTE: ADD ANY DEVIATIONS TO THE NOTES SECTION OF THE ORDERS.

Current Messing Entitlement: This is the subsistence allowance the reservist receives at their regular mobilization site.

For officers leave blank.

ENL BAS minus Discount Meal

Enlisted BAS

Regular BAS

Quarters: Indicate the type of quarters the reservist will occupy at the mobilization site.

Quarters:

☐ Government
 Amount, If Any, \$:
☐ Contracted

☒ Commercial

Lodging Rate

☐ Standard
 ☐ Up to 150% (Actual)
 ☐ Up to 300% (Super Actual)

If selecting **Commercial** check the appropriate item in the **Lodging Rate** field.



Any rate other than **Standard** must be approved by the **Order Issuing Authority** and so noted on the orders.

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(cont)

Messing: is the entitlement the member will receive at the mobilization site. See Reference (C), section 3-A and 3-B concerning regulations.

Messing:

☒ **Commercial Rate(Full Locality Per Diem)**

☐ **Government Rate (Military Only)**

☐ Mess is Directed for ALL three meals

☐ Proportional Rate

☐ Reduced Per Diem Amt of \$: IAW COMDT LTR of

☐ **Reduced Rate(Civilian Only)CIV Reduced Per Diem Amt:**

☐ **No Per Diem Authorized (Civilians Only)**

Lodging Rate: **Per Diem MI&E Rate:**

The **Lodging Rate:** and **Per Diem MI&E Rate:** must be manually completed.

Click the [CONUS PER DIEM](#) [OCONUS PER DIEM](#) links to retrieve lodging and per diem rates.

Travel at Duty Site

Travel at Duty Site

☐ **Rental Car** ☐ **Upgrade Authorization** Upgrade to:

☐ **Local Travel (icludes taxi, bus, metro & other public trans)**

Rental car and upgrade: Select only if authorized by the order issuing authority.

Local Travel: Select only if authorized by the order issuing authority.

11

Leave the **Authorized Delay Enroute** fields alone.

These fields will be auto-filled from the **Travel Report and Depart Dates** completed under the **Record Arrive/Depart Info** tab (step 23)

Authorized Delay Enroute View All First 1 of 1 Last

Est Duty Begin Dt: Est Duty End Dt: 09/13/2003 Department: 006526

|< 1 of 1 >|

Begin Date	End Date	Description	
1	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>

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12

Scroll down to the **Primary Mode of Travel** section if travel is authorized.

Select primary mode(s) of travel. When an item(s) is selected, an item in **Primary Mode of Transportation** must also be selected.

Primary Mode of Travel <input type="checkbox"/> Commercial Carrier (own expense subject to reimbursement) <input type="checkbox"/> Gov't Transportation Account (GTA) <input type="checkbox"/> Gov't Owned Conveyance <input type="checkbox"/> Privately Owned Conveyance (POC) <input checked="" type="radio"/> Gov't Advantageous <input type="radio"/> Not to exceed cost of GTR \$ <input type="text"/>	Primary Mode of Transportation <input type="radio"/> Air <input type="radio"/> Bus <input type="radio"/> Car <input type="radio"/> Motorcycle <input type="radio"/> Train <input type="radio"/> Vessel
Remain Over Night (RON) <input type="checkbox"/> Remain Over Night (RON) # Days: <input type="text"/> RON Locality: <input type="text"/>	
Medical Travel <div style="border: 1px solid black; height: 40px;"></div>	

Remain Over Night (RON): This sections titled is for forced overnight when not previously authorized by the issuing authority.


Medical Travel: This section is not used for Mobilization Orders.

13

Scroll down to the **Other Authorized Expenses** Section

These Expenses may only be authorized by the Order Issuing Authority

Other Authorized Expenses				
*Authorized	Expense	Proposed Amount		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

If Other Authorized Expenses are authorized, Select the Magnifying glass in the Search Dialog Box . Enter the Misc Expense code (if already known), or a description to lookup a specific authorization.

Click on the **Lookup** to view a listing of available Authorized Expenses.

To add additional authorized expenses, click on the **Add** button. To remove expenses click on the **Delete** button. When selecting the delete button, the following window will display, click OK.

Microsoft Internet Explorer

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

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14

Scroll down to and Click the **Route For Approval** button.

The request can now be routed to the reservist's supervisor or unit for review.

[Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > Reserve Orders


Approval Status: Approval Recommendation:

Forward To: 

Email Address:

Approval Path:

Comments:

Field	Description
Approval Status	The Approval Status field is only active for ISC (pf) personnel. When the orders are ready to be approved ISC (pf) personnel will select approved from the drop down list.
Approval Recommendation	The Approval Recommendation field is used for Supervisors/Command Users to note their recommendation before forwarding to the ISC (pf).
Forward To	Enter the Employee ID of the SPO Supervisor or Technician who will be Working, Reviewing or Approving these orders. You can also click on the  button to look up an Employee ID.
E-Mail Address	Direct Access will send an E-mail to the Employee ID entered in the Forward To block above. <u>ALL USERS MUST MAINTAIN A VALID E-MAIL ADDRESS IN DIRECT ACCESS in order to receive Orders via e-mail.</u>
Approval Path	Leave as it. This field will show who the orders have been routed to.
Comments	Enter comments if desired.


Click the button

Click the  **Save** button



This is the final step for the Member Request portion of the Reserve Orders.

Reserve Active Duty Greater Than 139 Days

15	<p><u>Supervisor/Unit Approval</u></p> <p>The Supervisor will receive E-mail from PSOFT@hrsic.uscg.mil with the subject of Order Approval Request. Click on the Link located in the E-mail to access the orders OR enter Direct Access through:</p> <p>Home > Self Service > Manager > Tasks > Create Reserve Orders</p> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p>
16	<p>Enter the Employee Id number of the member whose orders you wish to review then click the Search button. You can also search for an Employee Id using the  button.</p>
17	<p>At the Search Results Page, select the orders by clicking on them. The Orders will be in a "Proposed" status.</p>
18	<p>The Supervisor/Unit should make any changes or corrections as needed.</p> <p>Order Notes may also be added or modified as needed. Follow the procedures in Step 21 to add or modify notes.</p>
19	<p>When the Supervisor is satisfied the Order Request is accurate they will forward the orders to their servicing ISC (pf) for final approval. Follow the procedures in Step 14 to route the orders.</p>

Reserve Active Duty Greater Than 139 Days

ISC Procedures

Introduction

This section provides the procedure for the ISC (fot/pf) staff to assign TONOs, add notes and approve orders.



Direct Access generates the 71 type TONO for pay and allowances automatically when the ISC (pf) approves and saves the transaction. 11 and 13 type TONOs for travel are not system generated and must be either added to the orders as an amendment memo or included in the Notes field.

Accessing the Orders

The ISC approver can click on the email link, worklist link or navigate to [Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > **Reserve Orders**

1 ISC (PF) must review all data for correctness before continuing.

2 Scroll to the bottom of the page and click the **Order Notes** button.



Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.

- **Order Notes** are printed on the physical orders.
- All Order Notes are editable.
- Anyone may enter or edit order notes.
- Primarily to be used by SPO and ISC personnel.

[Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > **Reserve Orders**

Order Notes

EmplID:	Jennifer	Empl Rcd Nbr:	1473836
		Sequence:	

Order Notes |< < 1 of 1 > >|

*Order *Sequence Number:

Note ☐ ☐ ☐


Print ☒

Add **Delete**

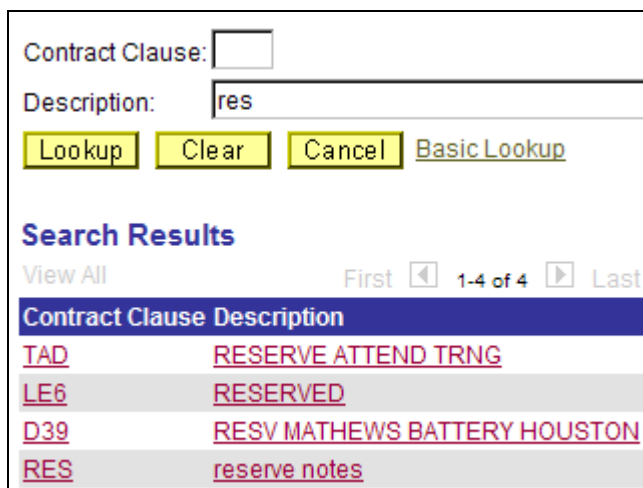
OK **Cancel**

Reserve Active Duty Greater Than 139 Days

2
(cont)

Click the  button to search for order notes.

There are thousands of Order Notes/Contract Clauses. Performing a search using the Description field is the most efficient way to cut the number down. The below screen shows an example of a search performed using RES as a description. BLANK will bring up an empty order note.



Contract Clause:

Description:

[Basic Lookup](#)

Search Results

View All First 1-4 of 4 Last

Contract Clause	Description
TAD	RESERVE ATTEND TRNG
LE6	RESERVED
D39	RESV MATHEWS BATTERY HOUSTON
RES	reserve notes



Select a Blank order note. Use this empty field to document the issuance of the 11 or 13 type TONO.



Order Notes 1 of 1

*Order *Sequence Number:

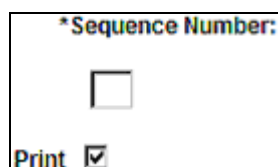
Note

Travel Entitlements under this order authorized and funded utilizing Travel
Order Number: 11014514QPP027000
Accounting Data: 2Q401153300PP47400

Print ☒

The **Sequence Number** is a required field. The number indicates the sequence that the notes will appear on the orders.

Click the **Print check box** if you want the notes to appear on the printed orders.



*Sequence Number:

Print ☒





When done with the Order Notes click the button.

3

The three links at the bottom of the page, [Member Info](#), [Travel \(General\)](#) and [PSC Travel Information](#) are quick links to reference sites.

The button is not used for Mobilization Orders.

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4	<p>Click Email Printable Order if you would like to email yourself a copy of the orders in Adobe .pdf format. The orders will read “Not Ready for Execution” until the ISC approves them.</p>
5	<p> Orders can now be Approved and Saved then routed to the SPO to complete the <u>Actual Begin and End Dates</u>, and <u>Pay Entitlements</u>.</p>
6	<p>Click the Route for Approval button.</p>
7	<p>Set the Approval Status to “Approved”.</p> <div data-bbox="212 537 1343 1125" style="border: 1px solid black; padding: 10px;"> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Approval Status: Pending Approval Recommendation: </p> <p>Forward To: <input type="text"/> </p> <p>Email Address: <input type="text"/></p> <p>Approval Path: <div>Davies,Geoffrey M. 2004-07-28 Pending;</div></p> <p>Comments: <div></div></p> <p>OK Cancel</p> </div> <p>Click the OK button.</p> <p>Note: You can use the “Forward To” field to enter the Employee ID number of the person at the SPO who will be completing the endorsements. This is optional. However, it is a good way to let the SPO know they have a reservist who will be reporting for duty soon.</p>
8	<p>Click the  Save Button</p> <p> Once the transaction is approved and saved by ISC (pf) personnel a 71 document is automatically generated. Details of this TONO may be viewed by clicking the TONO Accounting Data button. Only the estimated cost field is editable.</p>
9	<p>Under the Reserve Orders tab the Order Status will now indicate “Ready”.</p> <div data-bbox="578 1650 1084 1713" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>*Order Status: Ready</p> </div> <p>Orders are now available to the SPO to complete the <u>Actual Begin and End Dates</u>, and <u>Pay Entitlements</u>.</p>

Reserve Active Duty Greater Than 139 Days

25

[SPO Procedures](#)

Path to [Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > Reserve Orders

Click the **Record Arrive/Depart Info** tab.

The Reservist's supervisor or SPO completes this tab when the member has arrived at their duty station.

Most of the information on this screen is pre-filled based on the previously entered information.

The required fields are the Begin and End Dates and the Travel Report and Depart Dates.

Authorized Orders Info			
Order Begin Dt:	08/01/2004	Order End Dt:	07/28/2005
Sequence:	1473836		
Authority (REF):	ALCOAST 402/01	Order Status:	Ready for Member to Execute
Duty Type:	Invol Active Duty, Title 10		
Departing Department:	000450 CG PSC		

Actual Report and Depart Dates		View All	First	1 of 1	Last
Actual Duty Begin Dt:	<input type="text"/>	Actual Duty End Dt:	<input type="text"/>		
Est Duty Begin Dt:	08/01/2004		Est Duty End Dt:	07/28/2005	
New Destination Department:	<input type="text" value="000450"/>	CG PSC			
Nature of Duty:	<input type="text" value="Duty"/>				

Travel Report and Depart Dates			First	1 of 1	Last
Begin Date	End Date	Description			
<input type="text" value="01/01/2004"/>	<input type="text" value="01/01/2004"/>	<input type="text" value="Travel Time"/>			

Complete these Actual dates even though the Actual Duty End Dt: may not have occurred. These dates may be completed in advance.



The Actual Duty Begin Date is the day the member leaves their home to report for duty.

Actual Duty Begin Dt:

Actual Duty End Dt:

Reserve Active Duty Greater Than 139 Days

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(cont)

A mandatory entry in the Travel Report and Depart Dates field is **Home to Duty**. The Begin Date will be the same as the Actual Duty Begin Date.

If Delay Enroute was authorized click the button to add a new row.

26



The mandatory **Home to Duty** selection must always overlap all of the authorized delay Enroute (see below for an example). If there is no Delay Enroute the Home to Duty entry will be for one day. The Home to Duty begin date is the day the member left their home to report for duty.



There is no **Duty to Home** or **Travel Time** entries for Title 10 orders on the return days. This also applies to any Reserve Orders that have a duration of only one day.

27

When complete click the button. This creates the appropriate pay transaction.

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<p>27 (cont)</p>	<p>This pop-up is a reminder that entitlements must be completed separately under Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p> <div data-bbox="207 268 1339 516" data-label="Image"> </div> <p>Reservists are entitled to BAH based upon their principal place of residence, and not the place to which ordered to duty. Personnel are not authorized BAH based upon the unit to which ordered to AD unless their primary place of residence is in that unit military housing area.</p>
<p>28</p>	<p>Under the Reserve Orders tab the Orders Status will now indicate.</p> <div data-bbox="207 730 716 779" data-label="Form"> <p>*Order Status: <input type="text" value="Enroute"/></p> </div> <div data-bbox="207 810 272 884" data-label="Image"> </div> <p>Orders over 139 days will remain in an Enroute status for the duration of the member's active duty period. There will be no need for further modifications to this document unless the period is extended. The RELAD document required at the end of the AD period will change the Order Status to Finished.</p>
<p>29</p>	<p>The Reserve Leave Disposal tab is not used for Reserve AD over 139 days. Accrued leave will be reconciled on the RELAD transaction.</p>
<p>30</p>	<p>Go to Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements to start any Pay Entitlements associated with reserve active duty.</p>

Reserve Active Duty Greater Than 139 Days

Reserve FAQ

- ISC (pf) approves all Reserve Orders.
- Accounting is generated by the system and cannot be changed. Contact COMDT (G-WTR-3) if accounting lines are not being generated properly.
- Reserve Orders is separate from other processes that were once combined in SDA-II.
 - Accessing a reservist from boot camp requires both an accession and Reserve duty order.
 - PCS'ing a reservist for an EAD contract require both a PCS and Reserve duty order.
 - Change a reservist from SELRES to IRR or any Reserve status to RET-2 will require a status change and MAY require a PCS, depending on the current permanent duty site of the reservist.
 -
- Does the reservist get an email when the orders are authorized?
 - IF the ISC (PF) put an Emplid in the "route To" block,. That person will get an email. However, the link in the email is only accessible to SPO and ISC roles.
- Do not use the Reserve Orders module to: (a) change a Reservist's active duty orders from one type of active duty to Title 10 active duty; or (b) change a Reservists active duty orders from Extended Active Duty to another type of active duty. The user should: (a) use the Separations module to RELAD the member; then (b) use the Reserve Orders module to initiate new orders to active duty.
- If unable to extend Reserve Active Duty orders because the original orders are not present in Direct Access (due to the SDA-II to Direct Access conversion) send an e-mail to PSC (CC). CC will then request that PSC (ID) run a script to create the missing Reserve orders in Direct Access.
- Errors will occur in the Reserve Orders module if the Reservist does not have sufficient obligated service to cover the entire reserve period entered in Direct Access. Ensure any needed Obligated Serve requirement is completed in Direct Access before processing the Reserve Orders.